



**POSTGRADUATE INSTITUTE OF AGRICULTURE
UNIVERSITY OF PERADENIYA**

GUIDELINES FOR PROGRESS REPORT PRESENTATIONS

Objective: The progress report presentation provides an opportunity for students to demonstrate their research progress, receive constructive feedback, and ensure alignment with their academic goals and timelines.

1. General Requirements

Frequency: Every six months, as per the academic calendar.

Duration: Presentation: 15-20 minutes for M.Phil. students; 20-25 minutes for Ph.D. students.

Discussion/Q&A: 10-15 minutes.

Mode: In-person; online is possible only on request with a valid reason approved by Supervisors.

2. Content of the Presentation

MPhil and PhD students should structure their presentation as follows:

Title Slide: Research title, Student name and registration number, Supervisor(s) and co-supervisor(s)

Introduction: Brief overview of the research problem

Objectives of the study: Research questions/hypotheses

Literature Review (if applicable): Key findings from the literature, Gaps identified, Relevance to the current study

Methodology: Description of methods and techniques; Study area, experimental design, or analytical framework; Any adjustments made to initial methodologies

Progress Achieved (So Far): Research activities completed in the last six months; Key results (if applicable); Data collection/analysis milestones; Challenges and Mitigations

Any issues encountered: Actions taken to address them

Next Steps: Planned activities for the next six months

Anticipated timelines for completion of specific tasks

Acknowledgments

Recognize funding sources, collaborators, or any institutional support.

3. Presentation Guidelines

Slides should be concise and visually appealing, with minimal text.

Speak clearly and maintain a logical flow.

Avoid excessive technical jargon unless explaining terms.

Adhere to the allocated time for the presentation and Q&A.

4. Submission Requirements

Submit a soft copy of the presentation to your supervisor and evaluation panel at least three days before the presentation.

5. Evaluation Criteria

Progress presentations will be assessed on: Content quality (Depth and clarity of research progress and plans); Methodological rigor (Adherence to research protocols and problem-solving ability); Presentation skills (Clarity, engagement, and professional demeanor); Future planning (Realistic and well-defined next steps).

6. Feedback and Follow-Up

The evaluation panel will provide constructive feedback and suggestions.

Incorporate the feedback into your research work and future presentations.

7. Administrative Notes

Ensure the presentation aligns with the submission deadlines. Coordinate with the relevant Board of Study and PGIA for logistical arrangements (e.g., presentation venue or virtual meeting setup). For further clarification, contact the Deputy Registrar or the Director of the Postgraduate Institute.